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RECORD OF THE WORKSHOP OF THE BROOKLINE SCHOOL COMMITTEE  
HELD ON MONDAY, JULY 11, 2016, AT 2:00 PM IN THE JAMES F. WALSH  
SCHOOL COMMITTEE ROOM, 5<sup>TH</sup> FLOOR, TOWN HALL. STATUTORY NOTICE  
OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members Present: Ms. Ditkoff (Chairman), Mr. Pollak (Vice Chairman), Mr. Chang, Ms. Charlupski, Mr. Glover, Dr. Jackson, Ms. Scotto, Ms. Stone, and Ms. Stram. Also present: Mr. Bott, Dr. Connelly, Ms. Dunn, Ms. Gittens, Mr. Lummis, and Ms. Coyne

Ms. Ditkoff called the meeting to order at 2:00 PM. She announced that Ms. Stram will be participating remotely, by phone, because she has determined that geographic distance makes Ms. Stram's physical attendance unreasonably difficult.

**1. ADMINISTRATIVE BUSINESS**

**a. Consent Agenda**

**ACTION 16-51**

On a motion of Ms. Scotto and seconded by Ms. Charlupski, the School Committee voted 8 in favor, 0 opposed, and 1 abstention (Mr. Pollak abstained because he was not at the June 16, 2016 School Committee meeting), by roll call, to approve the item included in the Consent Agenda.

- i. Past Record: June 16, 2016 School Committee Meeting

**b. Past School Committee Executive Session Minutes**

Ms. Ditkoff stated that in accordance with the School Committee's procedures to comply with Open Meeting Law; G.L.c.30A, Section 22(g), she and Mr. Morse (when he was Chairman) reviewed past School Committee Executive Session minutes and have determined that the following Executive Session records may be released:

November 13, 2008; December 4, 2008; February 24, 2009; March 19, 2009; April 30, 2009; May 21, 2009; October 8, 2009; October 15, 2009; November 12, 2009; December 17, 2009; January 7, 2010; January 19, 2010; February 3, 2010; February 11, 2010; March 23, 2010; April 29, 2010; May 20, 2010; June 17, 2010; July 13, 2010; September 7, 2010; December 2, 2010; December 16, 2010; January 20, 2011; February 3, 2011; March 10, 2011; April 7, 2011; April 28, 2011; June 2, 2011; June 16, 2011; May 16, 2012; May 31, 2012; January 31, 2013; April 11, 2013 (2 sets); June 25, 2013; July 9, 2013; June 19, 2014; October 2, 2014; March 12, 2015; March 31, 2015 (Section 1); June 4, 2015; June 16, 2015; July 22, 2015; September 8, 2015; September 10, 2015; September 24, 2015 (Section 2); October 29, 2015; November 12, 2015; and November 24, 2015.

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**2. SCHOOL COMMITTEE ACTIONS**

**a. Proposed Vote to Approve Out-of-State Student Trip Application:  
Brookline High School Alternative Choices in Education Program (ACE)  
to Mount Cardigan, New Hampshire; September 15-16, 2016 and  
September 29-30, 2016**

Staff will address the following questions. 1) Will all students in the program be going? If not, what happens to the students staying at the school and is there a cost for substitutes? 2) Is there a possibility the trip will not happen if the contract is not resolved?

**ACTION 16-52**

On a motion of Ms. Scotto and seconded by Ms. Charlupski, the School Committee voted unanimously, by roll call, to approve the Out-of-State Student Trip Application: Brookline High School Alternative Choices in Education Program (ACE) to Mount Cardigan, New Hampshire; September 15-16, 2016 and September 29-30, 2016, as shown in Attachment A.

**b. Proposed Vote to Approve Devotion School Proprietary Items**

Ms. Dunn stated that the School Committee is being asked to approve Proprietary Items (fence gate hardware and security glazing) for the Devotion project (Attachment B). Inclusion of these items as proprietary is in the public interest for ease and cost of maintenance, operations, and/or replacement. This is within the budget. Ms. Dunn will provide School Committee members with cost information.

**ACTION 16-53**

On a motion of Ms. Charlupski and seconded by Mr. Pollak, the School Committee voted 7 in favor, 0 opposed, and 2 abstentions (Mr. Glover and Dr. Jackson), by roll call, to approve the following proprietary items for the Edward Devotion School project, as it has been determined to be in the public interest:

Fence Gate Hardware:

Emergency Gate Latch Advantex 10xW Series Weatherized Rim Exit Device,  
Detex Corporation

Security Glazing:

School Guard Glass

**c. Proposed Vote to Authorize the Installation of Solar Panels on the Roof of  
the John D. Runkle School, 50 Druce Street**

Ms. Dunn explained that the School Committee is being asked to authorize the installation of solar panels on the roof of the Runkle School as part of a state grant opportunity (Town of Brookline/Metropolitan Area Planning Council Regional Solar Initiative). Ms. Dunn referred to the June 30, 2016 BlueWave and Cadmus Group, Inc. presentations (Attachment C). The School Capital Improvements Subcommittee had an initial presentation on this proposal. School Committee members had several questions on the economics of the proposal. What is the Power Purchase Agreement rate structure?

How does the Power Purchase Agreement rate structure compare to current power rates? Is the Power Purchase Agreement rate structure comparable to similar projects and to the Photovoltaic market, in general? Has the Fisher Hill Neighborhood Association been informed? Will there be an opportunity for an educational component for school children?

Tomorrow evening the Board of Selectmen will be holding a public hearing on the proposed solar installations. A project overview will be presented. School staff will attend the hearing and get answers to the School Committee members' questions. The School Committee decided to defer the proposed vote until July 26, 2016.

**d. Public Schools of Brookline (PSB) Policies**

**i. PSB Policy on Student Fees, Fines and Charges (2<sup>nd</sup> Reading/Vote)**

Dr. Jackson referred to the proposed PSB Policy on Student Fees, Fines and Charges (Attachment D). She explained the changes to the proposed policy presented on June 7, 2016 (clarify the intent of the policy). The proposed policy was posted for public comment with the proposed Financial Assistance Policy. The Policy Review Subcommittee will be reviewing the PSB Field Trip Policy in the fall and will address field trip fee calculation. The PSB does not currently offer student parking. Dr. Jackson accepted friendly amendments to delete field trips and student parking from the list of examples of possible fees.

**ACTION 16-54**

On a motion of Dr. Jackson and seconded by Ms. Stone, the School Committee voted unanimously, by roll call, to approve the new PSB Policy on Student Fees, Fines and Charges, as shown in Attachment D.

**ii. PSB Financial Assistance Policy (1<sup>st</sup> Reading)**

Dr. Jackson referred to the proposed PSB Financial Assistance Policy (Attachment E). This policy authorizes creation of a PSB financial assistance program to provide qualified families with assistance paying certain school-related fees and/or charges. The program goals are as follows: 1) Implement an objective financial assistance program and application process for all students and families; 2) Allow families a single point of contact and determination within the school district; and 3) Adhere to a standard of confidentiality throughout the district. The proposed policy was posted for public comment with the Policy on Student Fees, Fines and Charges. The School Committee will be asked to vote on the proposed Financial Assistance Policy on September 8, 2016.

**3. OTHER ISSUES**

**a. Administrative Hiring Update**

Mr. Bott announced the following appointments: Samuel Zimmerman, Deputy Superintendent for Student Services; Lisa Redding, Brookline High School Interim Dean of Students; Jenee Ramos, Brookline High School Dean of Faculty; Wendy Ryder, Brookline High School Director of Special Education; Tina Boseman, K-12 Coordinator-Physical Education; Isabel Gunther, Lincoln School Vice Principal; and Kathleen Hub-

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bard, K-8 Coordinator-Math. Mr. Lummis will send out a communication. There are still three vacant administrative positions.

**b. 9<sup>th</sup> School and Brookline High School Expansion Projects Next Steps**

Mr. Lummis referred to the 9<sup>th</sup> School and Brookline High School Projects Timeline, which is aspirational (Attachment F). Joint Meetings of the Board of Selectmen and School Committee are scheduled for the evenings of July 26, 2016 and August 16, 2016. The School Committee discussed the schedule for preparing and reviewing the Educational Plans for the 9<sup>th</sup> Elementary School and the High School. The plans will be living documents. The full School Committee will review the Plans, perhaps on September 8, 2016. There should be separate discussions of the curricular and capital issues. The aspirational timelines show the 9<sup>th</sup> Elementary School and High School projects on roughly the same schedule. We understand this is an aggressive schedule that may need to be adjusted. We want to be able to give the consultant clear guidance. We are ahead of where we would be in the Massachusetts School Building Authority (MSBA) process. Ms. Ditkoff asked for more clarity on the High School steps and process.

**4. SCHOOL COMMITTEE SUBCOMMITTEES**

**a. Reassignments**

The School Committee discussed changes to assignments for the 2016-2017 school year. Ms. Scotto will be the Chairman of the Curriculum Subcommittee; Mr. Glover will be the liaison to the Brookline Extended Day Program; Mr. Chang will be assigned to the Sick Leave Bank and 21<sup>st</sup> Century Fund; and Ms. Charlupski will be the Massachusetts Association of School Committees (MASC) representative. Mr. Bott will ask Mr. Kleckner if the School Committee should continue to assign a member to monitor and report on the Hancock Village project.

Ms. Scotto noted that she and Ms. Ditkoff thought it might be beneficial to set up a schedule in which School Committee members who serve as liaisons to various organizations provide a brief overview of the organization (description, major issues, and priorities). Ms. Scotto offered to work with the Chairman to establish a schedule for these reports.

**b. 2016-2017 Schedules**

The School Committee reviewed the proposed 2016-2017 meeting schedule. Ms. Ditkoff asked that School Committee members let Ms. Coyne know if there are any conflicts. Ms. Scotto will be unable to attend the November 10, 2016 meeting. Dr. Jackson will not be available on Wednesday evenings. Ms. Ditkoff asked Subcommittee Chairmen to establish their 2016-2017 meeting schedules by July 31, 2016.

**c. Subcommittee Updates**

Ms. Ditkoff reported on a number of public inquiries related to testing (discussed this issue in the fall); charter schools (no formal position); testing practices (report could be posted on the School Webpage); and School Committee member demographics (much of this is on the School Webpage). Ms. Ditkoff noted past efforts to increase outreach (holding School Committee meetings in schools, School Committee Office Hours, and

participation in Superintendent Forums). She asked School Committee members to contact her with any additional suggestions. Ms. Stone suggested making the School Website more user friendly and interactive. Ms. Ditkoff stated that the School Committee will review norms at the Fall Workshop. Ms. Stone suggested that all new School Committee members be given Nancy Walser's book, *The Essential School Board Book: Better Governance in the Age of Accountability*. In the past, Massachusetts Association of School Superintendents (MASS) Executive Director Tom Scott worked with the School Committee on establishing norms. The School Committee typically discusses the Superintendent's evaluation during the Summer Workshop. That will not be the case this year because the Superintendent just started. The Superintendent will be establishing goals. Ms. Charlupski reported that the State Kindergarten grant was reduced by \$250,000. The administration intends to maintain the program as planned, but needs to figure out the funding.

## **5. SUPERINTENDENT UPDATES**

Mr. Bott provided an overview of his Entry Plan and Transition (Attachment G).

*The guiding vision behind both my entry plan and my initial work as superintendent is to start the process of rebuilding a culture of teamwork and mutual support throughout our school system. I will begin this important work by listening to the many and varied constituents of our school system. I started this process in early May by meeting members of our different school communities, meeting with critical partners, attending meetings, and, most importantly, as I spent time listening and engaging in dialogue with our school faculties. This process of listening and learning will continue throughout the summer and into the fall as we develop the short- and long-term priorities for the work of our district.*

*Through the initial phase of this entry process, it is clear that the most critical first step and the underlying foundation of the entire senior leadership team is to reestablish a culture of teamwork and collaboration throughout our school district. We have incredibly skilled and dedicated educators in every part of our system, but these many parts have become "siloed." The short-term steps to be developed in a formal entry plan will include a process by which everyone in our district is working in support of our schools. We will more closely integrate the work of the Deputy Superintendent for Teaching and Learning and the Deputy Superintendent for Student Services. It will include the development of a clear, thoughtful, and reasonable roadmap for the curricular work of our department coordinators. It will include a vision for ensuring that professional development is meeting the needs of teachers. Most importantly, it will make clear the vision for empowering teachers and principals to make the essential school-based decisions and implement educator developed action steps that ensure the achievement of all learners.*

*Critical in this early phase of my entry work is ensuring successful onboarding of the new members of the senior leadership team, building cohesiveness among this group, and working to ensure the successful entry of the many new principals in the Public Schools of Brookline.*

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*Longer term, this work will include the development of strategic goals and specific action steps, developed through the listening to and collaboration with educators throughout the PSB, which will allow for all schools to make progress in meeting the four district goals developed by the School Committee.*

Mr. Bott then reviewed the work he did in May and June to begin building relationships across all school communities and our partner organizations and noted upcoming meetings he plans to attend over the next two months to get a more complete picture of the district. Upon completion of his entry plan meetings and interviews, he will report back on what he has learned to the School Committee.

**6. SENIOR STAFF UPDATES**

Ms. Dunn and Mr. Lummis presented a progress report on work accomplished to date on the District-wide Priorities identified by Senior Staff in November 2015 (Attachment H). Ms. Ditkoff asked if staff could post brief summaries of School Committee Meetings on the School Website

**7. STRATEGIC PLAN UPDATE, NEXT STEPS AND TIMELINE**

Mr. Lummis presented the 2015-2016 Staff and Family Surveys-District Highlights (Attachment I). The purpose of the staff and family surveys is to gather feedback from two of our most important stakeholder groups to use alongside other sources of information in reflecting, at the school and system levels, on area of strength and areas for growth. School and district leaders will use the information gathered in the surveys to focus efforts for improvement and to identify areas for celebration. Mr. Lummis described the timeline and administration background, survey result highlights, and next steps. School Committee members discussed how the data might be disaggregated and the advantages and disadvantages of customizing the survey questions.

**8. DINNER BREAK**

**9. WORKSHOP REVIEW, NEXT STEPS, AND PLANNING FOR FOLLOW-UP DISCUSSION**

School Subcommittee Chairmen presented some of the issues the Subcommittees may be considering during the 2016-2017 school year.

Finance: update multi-year projections; implement new budget calendar; complete budget by the end of January; continue improvements to other documents; standardize budget narratives; review Signature Authority, Student Activities and Field Trip Policies; link multi-year financials to multi-year capital plan; and review Information Technology funding/structure.

Policy Review: complete Financial Assistance and Meal Charges Policies; possible policies for review-Hazing, Drug Use Education, Opioid Medication Administration, Wellness, METCO, Materials Fee, Social Media Use, Field Trip; discussed how policies get brought to the Subcommittee's attention. There is a national effort to include CPR training as a high school graduation requirement.

Capital: 9<sup>th</sup> Elementary School and High School projects, including site selection, designer selection, and funding; the School Building Committee structure; managing short-term

space needs; annual enrollment projection; linking the five-year capital plan to the operating budget; building inventory; and lease rentals.

Curriculum: Strategic Plan mapping; 9<sup>th</sup> Elementary School and High School Educational Plans; Program Reviews; format of School Improvement Plan presentations; Special Education; and Educational Equity.

**10. POSSIBLE EXECUTIVE SESSION**

By unanimous roll call vote at 7:00 PM, the School Committee entered into Executive Session for Purpose 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel (administration), and for Purpose 3, to discuss strategy with respect to collective bargaining (Brookline Educators Union-Units A, B, and Paras) because the Chairman has declared that an open meeting may have a detrimental effect on the School Committee's bargaining position. By unanimous roll call vote at 8:00 PM, the School Committee reconvened in public session.

**11. SCHOOL COMMITTEE ACTIONS**

**a. Possible vote to authorize the Superintendent to apply up to a 2% cost of living adjustment for all non-aligned positions for FY 2017**

**ACTION 16-55**

On a motion of Ms. Charlupski and seconded by Mr. Chang, the School Committee voted unanimously, by roll call, to authorize the Superintendent to apply up to a 2% cost of living adjustment for all non-aligned positions for FY 2017.

**b. Employee Disclosure**

The Deputy Superintendent for Administration and Finance has provided the School Committee Chairman with a state ethics commission disclosure document required by G. L. c. 268A, § 19, and 20(b) updating a change in status to a stockholder of Clear Pond Technologies, Inc., owner and provider of TeachPoint (teacher evaluation software). TeachPoint was in use by the district before the Deputy Superintendent was hired. The employee's financial interest was disclosed to the Superintendent and others as part of the hiring process.

Ms. Dunn informed the School Committee that as an employee of the district, she will not participate in any discussions regarding the performance of the product or sign contracts financially obligating the district in this matter. Contract Signature will follow School Committee Signature Authority Policy.

**12. ADJOURNMENT**

Ms. Ditkoff adjourned the meeting at 8:05 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant  
Brookline School Committee